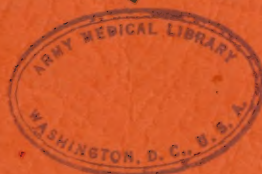


**PROGRAM OF INSTRUCTION
FOR
HOSPITAL ADMINISTRATION COURSE
~~FOR~~
~~MEDICAL SERVICE CORPS OFFICERS~~**



**MEDICAL FIELD SERVICE SCHOOL
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS**

1947



U. S MEDICAL FIELD SERVICE SCHOOL, *Fort Sam Houston, Tex.*

BROOKE ARMY MEDICAL CENTER

FORT SAM HOUSTON, TEXAS

PROGRAM OF INSTRUCTION

FOR

HOSPITAL ADMINISTRATION COURSE ~~FOR MEDICAL SERVICE CORPS OFFICERS~~

20 JUNE 1947

[4]

1300

UH

398

A2

M44 pih

1947

1947

c.1

1947

1200

HOSPITAL ADMINISTRATION COURSE FOR MEDICAL SERVICE CORPS OFFICERS

MEDICAL FIELD SERVICE SCHOOL

PURPOSE:

The objective of this course is to qualify junior administrative officers to function efficiently, in peace or war, within the Army medical hospital system. Emphasis is given to producing mess administrators, personnel officers, registrars, supply officers, and hospital adjutants, and Nurse Administrators.

PREREQUISITES:

Warrant officers, junior grade Medical Department officers commissioned in the Officers' Reserve Corps, National Guard and Regular Army.

HOSPITAL ADMINISTRATION COURSE ~~FOR MEDICAL SERVICE CORPS OFFICERS~~
MEDICAL FIELD SERVICE SCHOOL
(12 Weeks, 480 Hours)

SUBJECT	HOURS
---------	-------

COMMON SUBJECTS FOR ALL STUDENTS

ACADEMIC SUBJECTS

320

Hospital Organization and Functions	(48)
Personnel and Administration	(73)
The Psychology of Leadership	(14)
Hospital Accounting	(28)
Hospital Food Service Management	(25)
Military Law and Applied Commercial Law	(45)
Orientation to Medical Science	(27)
Organization and Functions of the Registrar's Office	(33)
Organization and Functions of the Hospital Supply Office	(27)

COMMANDANT'S TIME

48

Class Organization	(3)
Clearance and Graduation	(12)
Holiday	(8)
Morale and Character Building	(1)
Subjects to be Announced	(24)

TRAINING

72

Physical Training	(60)
Troop Information	(12)

SPECIAL SUBJECTS FOR SELECTED STUDENTS

Students will be selected for specialization in two of the four subjects listed below based on training requirements as indicated by The Surgeon General from time to time. This procedure will introduce some degree of administrative specialization while retaining the flexibility for assignment by virtue of the common generalized training.

SPECIALIZED SUBJECTS

40

Personnel and Administration Officers:	(20)
Problems in Hospital Personnel and Administration	

SUBJECT

HOURS

Registrars: (20)
Problems of the Hospital Registrar

Hospital Mess Administrators: (20)
Problems in Hospital Mess Management

Hospital Supply Officers: (20)
Problems in Hospital Supply

SPECIAL SUBJECTS FOR ARMY NURSE CORPS

40

The course outline of special subjects for students of the course who are members of the Army Nurse Corps will be submitted after the arrival of a representative of the Army Nurse Corps.

PROGRAM OF INSTRUCTION

HOSPITAL ADMINISTRATION COURSE FOR MEDICAL SERVICE CORPS OFFICERS

PART I

ACADEMIC SUBJECTS

320 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Hospital Organization and Functions ANNEX NO. 1	(48)	Principles of hospital organization of all type hospitals of the Medical Department, and the functions of each. Functions of departments not otherwise specifically covered will be included under this broad subject. Coordination with civilian agencies and the training functions of the hospital will also be included.
Personnel and Administration ANNEX NO. 2	(73)	To give the student the theory and practical applications of scientific personnel management as it applies to the military service. To develop an understanding of the need of modern office management techniques, and the development of administrative procedures that facilitate office functions.
The Psychology of Leadership ANNEX NO. 3	(14)	Leadership and command; origins and behavior; development and modification of behavior; motivation; the adjustment process; varieties of adjustive behavior; training and developing leaders.
Hospital Accounting ANNEX NO. 4	(28)	The course of "Hospital Accounting" is covered in three steps: First, an elementary course in bookkeeping is given covering all the basic principles and procedures of accounting;

PART I (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Hospital Food Service Management ANNEX NO. 5	(25)	second, hospital fund account- ing is covered as set out in TM 8-262 and as prescribed by AR 40-590; third, hospital cost accounting is taught to enable intelligent understanding and compliance with paragraph 5, AR 40-1705.
Military Law and Applied Commercial Law ANNEX NO. 6	(45)	The theory and practice of modern food service, the pro- curement, storage and preparation of food; problems peculiar to the hospital food service officer in serving patients requiring special diets and special service. Source and agencies of military jurisdiction; disciplinary power of the commanding officer; courts-martial procedure and jurisdiction; composition and limitations; procedure before, during and after trial; administrative procedures of boards of officers with emphasis on those boards peculiar to the Medical Department or involving Medical Department officers; claims officers, how appointed, types of claims investigated, findings and recommendations; investigating officer, duties, types of incidents and accidents requiring investigation. Commercial law; a study of con- tracts, negotiable instruments, security relations and trade regulations and their applica- tion to hospital administration.

PART I (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Orientation to Medical Science ANNEX NO. 7	(27)	General study of the human body designed to acquaint the layman with anatomical and physiological terms; orientation to general problems encountered by the orthopedist and general surgeon with particular emphasis on fractures; basic principles of emergency medical treatment and precautions to be observed; orientation to general neuropsychiatry and neuropsychiatrical terms.
The Organization and Function of the Registrar's Office ANNEX NO. 8	(33)	The organization and function of the Registrar's Office in Army hospitals, and its relationship to the other departments of the hospital. Instruction in the duties and responsibilities of the Registrar in the admission and disposition of patients; the administration of the Detachment of Patients; the maintenance of medical records; and the purpose, preparation and disposition of the various reports and records prepared from these records.
Organization and Functions of the Hospital Supply Office ANNEX NO. 9	(27)	The organization, mission and functions of the hospital supply office, to include: procurement of supplies, records and reports, relationship of the supply officer with other departments of the hospital.

PART II

COMMANDANT'S TIME

48 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Class Organization ANNEX NO. - None	(3)	Processing of students, issue of textbooks, organization of students into groups for instructional purposes, address by the Commandant, and such other administrative procedure as announced by the Commandant.
Clearance and Graduation ANNEX NO. - None	(12)	Turing in of supplies and equipment, including pay, transportation, processing, and formal graduation exercise.
Holiday ANNEX NO. - None	(8)	To compensate for time lost due to legal holiday which may appear during the course.
Morale and Character Building ANNEX NO. 10	(1)	Orientation as regards the moral aspect of the program for venereal disease control in the Army.
Subjects to be Announced ANNEX NO. - None	(24)	Conferences with professional consultants of The Surgeon General's Office and Brooke Army Medical Center.

PART III

TRAINING

72 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Physical Training ANNEX NO. 11	(60)	Instruction to orient and teach the over-all physical training and athletic program of the Army which will include the adjustments of programs to

PART III (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
		meet the needs and capabilities of the individual, and provisions to be made for a gradual increase in the intensity of training as the physical condition of the man improves.
Troop Information ANNEX NO. 12	(12)	History and development of the major countries of the world today. The mission, need and organization of information and education, information centers and media, Army educational program, and problems of the world today.

PART IV

SPECIALIZED SUBJECTS 40 Hours

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Problems in Hospital Personnel and Administration (Personnel and Administration Officers) ANNEX NO. 13	(20)	Practical exercise in which the student is assigned to the role of the commanding officer of the hospital complement, the hospital adjutant, and the hospital personnel officer; instruction previously presented is reviewed and tested by typical routine problems wherein the student is required to make decisions and take the necessary action in each of these positions; the exercises are preceded by an inspection of Brooke General Hospital with particular attention to the divisions noted above.

PART IV (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE
Problems of the Hospital Registrar (Registrars) ANNEX NO. 14	(20)	These hours will be utilized to give specialized instruction in the solution of the every-day problems encountered by hospital registrars. Instruction will include a field trip to the Registrar's Office, Brooke General Hospital; a discussion of the information gained on this trip; and a series of continuing situations illustrating the problems encountered by a registrar. Students will be required to make decisions and take all of the necessary actions required by these situations.
Problems in Hospital Mess Management (Hospital Mess Administrators) ANNEX NO. 15	(20)	Discussions and practical applications of theory and principles covered in the first twenty-five hours of this subject. Students will have participatory functions in some phases of an operating hospital dietary department.
Problems in Hospital Supply (Hospital Supply Officers) ANNEX NO. 16	(20)	This time will be devoted to covering specialized phases of hospital supply from the standpoint of the hospital supply officer. Specific problems pertaining to hospital supply will be taken up. Practical application will be given on subjects covered during the previous thirty hours. Students will be given an opportunity to observe a hospital supply division in operation.

ANNEX NO. 1

HOSPITAL ORGANIZATION AND FUNCTIONS
(48 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Historical Development of Military Hospitals	1	The evolution and development of military hospitals.	L	Mimeo furnished; "Construction and Repair of Hospitals," Walson. The Army Medical Bulletin No. 37, Oct 1936, pp 324-336. Historical Report of the Chief Engineer AEF, 1917-1919
Types of Military Hospitals and their Functions	1	Discussion of both the mobile and fixed military hospitals as to general mission, organization and functions.	C	"Plan for Setting up a 750-Bed Evacuation Hospital," Medical Field Bulletin, AMD, Feb 1945
The Hospital Commander	4	General discussion of duties and responsibility of the hospital commander. Planning for construction, remodeling and renovating the hospital; figuring hospital bed requirements.	C	Mimeo furnished; "A Letter to Hospital Commander," The Surgeon General N. T. Kirk; Bulletin, AMD, Feb, 1945, par 1, pp 1-4; TM 8-262, pars 2, 27, Chap 1;

ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
				ARs 40-590 par 1, Chap I; 600-20; "Hospitals Integrated Design," Rosenfield
The Hospital Executive Officer	1	General dis- cussion of functions of the hospital executive officer, and organization for executive control.	C	TM 8-262, par 2, pp 1-4; Mimeo furnished
Hospital Public Relations	2	How the public relations are carried out. The duties of the commander in releases concerning patients, research, other activities of the hospital.	L	Mimeo furnished; TM 8-262, par 5, Chap 1
The Out- patient Service	2	How the out- patient service of a hospital functions. The organization for carrying out these functions and its relation to the other professional departments.	L	TM 8-262, pars 17, 43, Chap 1

ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Medical Service	2	The details of organizations, procedures and functions of the Medical Service. The type of patients cared for and modifications of organization to meet this need.	L	TM 8-262, pars 21, 39, Chap 1
The Dental Service	1	Organization and functions of the hospital dental service. Relations with other professional departments, dental records.	L	TM 8-262, pars 24, 41, Chap 1
The Surgical Service	2	Functional organization and administrative procedures of the Surgical Service.	L	TM 8-262, pars 20, 37
The Neuro- psychiatric Service	2	The organization, location and administration of the NP Service in the hospital.	L	TM 8-262, pars 18, 39, Chap 1
The Recond- itioning Service	2	The organization, location and administration of the Recond-itioning Service in the hospital.	L	TM 8-262, pars 19, 40, Chap 1; TM 8-292, Chaps 1, 2
The Nursing Service	2	The organization, location and administration of the nursing service in the hospital.	L	TM 8-262, pars 22, 36, Chap 1

ANNEX NO. 1 (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Laboratory Service	1	The organization, location and administration of the Laboratory Service in the hospital.	L	TM 8-262, pars 23, 42, Chap 1
The X-Ray Service	1	The organization, location and administration of the X-Ray Service in the hospital.	L	TM 8-262, pars 25, 38, Chap 1
The Hospital Inspector	1	Functions and duties of the hospital inspector.	L	TM 8-262, pars 3, 29, Chap 1
The Hospital Fire Marshal	2	Functions and duties of the hospital fire marshal.	L	TM 8-262, pars 14b, Chap 1; "Fire Extinguisher Data Guide," Randolph Lab. Inc.; "Safe- guarding Life and Property from Fire," The Game- well Com- pany; TMs 5-687, 9-1799
Accident Prevention in the Hospital	1	Accident prevention in the hospital. What accidents may be anticipated and preventive measures applicable.	C	Mimeo furnished

ANNEX NO. 1 (Cont'd)

SUBJECT AND ANNEX NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The American Red Cross	2	Brief history of the Red Cross. How it functions in relation to the Army hospital.	L	Mimeo furnished; AR 850-75
The Veterans Facilities, The U.S.P.H.S.	1	Brief coverage of Veterans and U.S.P.H.S. Hospital as they are related to military hospitals.	L	Mimeo furnished
Community Health Agencies	1	The structure of community health organiza- tions as they exist and as they are planned and how these are related to the military hospitals of the community.	L	Mimeo furnished
The American Hospital Association and Hospital Standardization by the American College of Surgeons and the AMA	1	Functions of AHA, ACS, AMA in standardizing hospital service.	L	Mimeos furnished
Introduction to Military Training	1	Introduction to military training and the course of instruc- tion presented by this School.	C	FM 21-5
Mechanism of Instruction	1	The six steps in the mechanism of instruction and the five methods of	D	FM 21-5, pars 1-10, 61-76

ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		instruction are discussed, and how they should be applied in instruction is explained and demonstrated.		
Technique and Psychology of Training	1	A discussion of the various factors which make for good instruction, with emphasis on the approach to instruction, the actual lecture itself and some of the pitfalls to be avoided in instruction.	C	TMs 1-1000, pars 22-24, 34-36; 21-250, pars 33-36; FM 21-5, pars 88-103
Instructional Aids	2	Discussion of the instructional aids that are available for use in supplementing lecture material. Particular emphasis is placed upon aids furnished by the Army especially those listed in FM 21-8. Presentation of the various visual aids that are available to Army instructors such as celluloids, along with an explanation of how to use them, where they can be obtained and their value in instruction.	C, D	FMs 21-5, pars 78-80, 81-87; 21-7, pars 1-12; 21-8; TMs 1-1000, pars 19-20, 20(f), 25-29; 21-250, pars 22-24, 164-166

ANNEX NO. 1 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Informal and Apprentice Training	1	Discussion of the various factors to be considered in preparing and conducting "on-the-job" training programs.	D	Mimeo furnished
Professional Training Program	1	Discussion of the present professional training program being conducted for Medical Department officers, to include the Residency Program and Army Intern- ship.	D	AR 350-1010
Estimate of the Training Situation	2	Conference concerning the methods of conducting basic training under current War Department train- ing programs; the explanation and demonstration of the various factors considered in an estimate of the training situation. Dis- cussion of applicatory exercise given the class at the close of the first hour regarding the Estimate of the Training Situation.	C D	FM 21-5, pars 15-24

ANNEX NO. 1 (Cont'd)

NAME	HOURS	INSTRUCTION	INSTRUCTION REFERENCES
Master Schedules	2	Presentation of the various steps which constitute a training program and the operation of a master schedule. Discussion of applicatory exercise given the class at the close of the first hour regarding the master schedule.	C, D FM 21-5, pars 25-27, 122-130, Sec IX and Appendix III
Weekly Schedules	2	Presentation of the principles used in the composition of a weekly schedule and the procedure to be followed in the preparation of a weekly schedule. Discussion of applicatory exercises given the class at the close of the first hour regarding the preparation of a weekly schedule.	C, D FM 21-5, pars 131-132, Appendix IV
Examinations	2	Written examinations in material covered.	E All references listed previous to examination

ANNEX NO. 2

PERSONNEL AND ADMINISTRATION
(73 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Army Personnel Management	1	Definition, history, impor- tance, mission, principles and program of Army Personnel Management.	L	EM 783, Chaps I- III; WD TC No. 9, 1946; C&GS College, Re P-250
The Commanding Officer of the Hospital Station Complement	1	Duties of the commanding officer of the hospital station complement; functional organization of the detach- ments; adminis- trative and professional services.	C	TMs 8-260, pars 116- 122; 8-262, Chap I; AR 245-5
The Hospital Adjutant	6	Duties of the hospital adjutant; functional organization of the Adjutant's Division; organization and operation of message cen- ter; requisition and distribution of publications; preparation and publication of orders and other directives; operation of information ser- vice; organization and operation of the postal branch.	C	TMs 8-260, pars 19- 21; 8-262, Chap I; 12-205, 12-250, Chap 3; 12-256, 12-256A, 12-275, 38-405; ARs 310-50, 310-200

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of the Hospital Personnel Division.	2	Functional organization of the hospital personnel division, with emphasis on the organization and function of the military personnel branch; duties of the personnel officer.	C	TMs 8-262, Chap I; 12-250, Chap 4; AR 345-5
Classification of Military Personnel	4	Classification procedures for officers and enlisted per- sonnel; prepara- tion, maintenance and interpretation of data on WD AGO Forms 20 and 66-1; selective measures; testing and interviewing.	C, PE	WD Pamphlet 12-8; TMs 12-260, 12-405, 12-406, 12-425, 12-426, 12-427; MR 1-9 Supplement
Assignment of Military Personnel	4	Assignment procedures for officers and enlisted personnel; Army personnel replacement system; personnel allot- ments for hospitals; personnel requisition- ing; assignment and reassignment.	C, PE	WD Pamphlet 12-8; ARs 605-145, 615-200; T/O & Es 8-500, 8-550; WD Cir's 211, 272, 1946
Welfare and Morale.	4	Increasing availability for duty by con- trolling absence from the unit and looking after the individual's welfare; absence without	C	EM 783, Chaps XI, XVII, XXIII; WD Pamphlets 20-5, 16-1, 21-5, 28-17, 21-27, 28-9; ARs 345-25,

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		leave, causes and prevention; leaves and working hours; distribution of duties; the Chaplain; Personal Affairs Officer; Special Services Officer; Information and Education Officer; National Service Life Insurance Program.		350-3100, 600-15, 600-110, 605-300, 615-300, 60-5, 850-120; TM 16-205; WD Cir 176, 234, 237, 291, 1945
Civilian Personnel	3	Orientation in the procedures for procurement, classification, assignment, pay, promotion, and separation of civilian personnel; management problems and applicable civilian personnel regulations.	C	Civilian Personnel Procedures Manual M-1; Civilian Personnel Regulation No. 10; ASF Manuals 212, 213, 214, 215, 216
Conservation of Manpower	3	The necessity for, and means of obtaining the maximum efficient utilization of all Army personnel, military and civilian, with emphasis on utilization of the WAC and the Negro soldier; current War Department manpower problems and their effect on operation of hospitals.	C	WD Cir 105, 119, 124, 136, 225, 259, 293, 1946; WD Pamphlets 20-6, 35-2, 35-3; Army Information Digest, Feb 1947, Mar 1947; Army Talk No. 170

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Personnel Accounting Procedures	4	Personnel accounting procedures, including the preparation and use of the morning report, rosters and strength returns, and Medical Department personnel roster, and personnel control report; orientation in the function of and services rendered by the Machine Records Unit.	C, PE	ARs 345-60, 345-400, 345-900; TM 12-305; FB 30; WD Cir 3, 1947; SGO Cirs 98, 1946; 10, 28, 30, 32, 1947; "Mobile MRU"
Personnel Records	15	Procedures in the preparation, maintenance and use of personnel records, including the daily sick report, service record, payrolls and vouchers, allotments, efficiency ratings and reports; discharges and separations from the Army, and personnel files.	C, PE	ARs 35-5520, 40-1025, 345-15, 345-415, 345-125, 345-155, 600-185, 615-360 to 615-369, incl.; TMs 12-230, 12-230A, 12-235, 12-258, 14-501, 14-502, 14-503; WD Cir 96, 123, 189, 1945

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Reviews, Examinations	4	Reviews and examinations covering the material pre- sented in personnel and administration, spaced throughout the course so that one hour of review, examination and/or critique follows the presentation of seven or eight hours of conference and practical exercise.	C, E	All previous references in personnel and adminis- tration
Review of the Organiza- tion of the Army of The United States	1	Review of Army organization; organization of the War Department; organization of commands of the next lower echelon; organization of the field forces down to the corps inclusively and territorial organization.	C	FM 100-5, pars 1-7, 9-70, incl; Mimeo 2.0015
Organization and History of the Medical Department	1	To present the organization and development of the Medical Department and its status as a service of the Army. Include mission of the Medical	C	History Medical Manual "History of the Medical Department," Ashburn. Current issues of

ANNEX- NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		Department and the methods employed for its accomplish- ment.		the Bulletin of the U.S. Army Medical Department. FMs 8-10, pars 1-5; 8-5, pars 1-4
Factors Contributing to Successful Management	2	A study and discussion of factors contributing to successful management of officers; analyzation of office require- ments of organization, methods of keeping office expense down; planning and scheduling work, working conditions, facilitating the performance of work, office service, mail and messenger service.	C, PE	"Textbook of Office Management," Leffingwell and Robin- son, Chaps 3, 4, 6-15, 24, 25
The Office Arrangement	2	To instruct students in scientific office arrangement, straight line flow of work, locating the departments within an office, desirability of uniformity and mapping the flow of work.	C, PE	"Textbook of Office Management," Leffingwell and Robin- son, Chaps 5, 16; Mimeo furnished

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Application and Value of Business Machines	1	A study of the application and value of business machines in offices; methods of determining actual need, time saved by use of business machines, and comparative costs of production.	C, PE	"Textbook of Office Management," Leffingwell and Robinson, Chaps 12, 13; Mimeo furnished
Work Simplification and Flow Charts	3	A study of principles and procedures to be followed in effecting work simplification in routine operations; method and technique of planning a program of work simplification surveys in order that all unnecessary consumption of man-hours due to improper arrangement and organization of procedures and systems be eliminated.	C, PE, MF	ASF Manual 703-3; "Textbook of Office Management," Leffingwell and Robinson, Chap 5; Mimeo furnished; MF 1050; SFS 80-2 SFS 80-3 SFS 80-4 SFS 80-5
Records Administration, Filing Procedure	1	To instruct the student in the proper methods of installing and maintaining files; use of War Department files; use of War Department decimal file system; maintenance of alphabetical and document files.	C	TM 12-258

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Records Administration, Filing Procedure	1	A practical exercise in the use and maintenance of decimal files. Students will be required to assign file numbers, make decisions as to cross-referencing and segregate various documents into permanent and temporary files.	PE	TM 12-258; War Depart- ment Decimal File System; Mimeo furnished
Records Administration, Disposition of Records	1	Instruction in the purpose and need for systematic disposition of files and records; prepara- tion and use of disposition schedules; preparation of records for shipment to War Department Depositories; and use or access to transferred files.	C	TM 12-259
Military Correspondence, Military Letters	1	To instruct student in the writing of military letters, the form of a letter, parts of a military letter and the purpose and preparation of indorsements.	C	TM 12-253

ANNEX NO. 2 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Military Correspondence, Preparation of Non-military Letters	1	To instruct the student in the writing of non- military letters, the form and parts of a non- military letter.	C	TM 12-253
Military Correspondence, Miscellaneous Correspondence	1	A study of methods in preparing miscellaneous correspondence, such as messages, messageforms, classified messages and memorandums. Miscellaneous practices in office routine in conjunction with handling correspondence.	C	TM 12-253
Military Correspondence, Office Practices, Handling of Correspondence	1	To instruct student in the use of the various types of envelopes, use of time stamp, folding and fastening of papers, handling and reproduction of classified information.	C	TM 12-253
Military Correspondence, Review English, Capitalization and Model Signatures	1	A review intended to clarify the usage of certain words which because of similar spelling or related meaning are often confused; punctuation; capitalization; letterheads and model signatures.	C	TM 12-253

ANNEX NO. 2' (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Military Correspondence, Reports and Histories	1	To instruct the students in preparation of those reports, records and returns prepared by the Medical Department personnel primarily for branch administration within the Medical Department which are not provided for in other Army Regulations; discussion of daily dairy, annual reports and medical histories of stations.	C	AR 40-1005
Administrative Procedures, The Administrative Officer of the Day	2	A study and discussion of the detail duties and responsibilities of the administrative officer of the day of general and station hospitals.	C	TM 8-260, pars 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 222; Mimeo furnished
Examination	1	Written examination on all material previously presented on office management and administrative procedure.	E	All previous references

ANNEX NO. 3

THE PSYCHOLOGY OF LEADERSHIP
(14 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Leadership and Command	2	The art of leadership; essential qualities and characteristics of military leadership; relation of leadership to the technique of performing command functions.	C	FM 22-5, Chaps 1, 2; "Art of Leadership," Tead; Officer's Guide, Chaps VII, VIII
Origins of Behavior	2	Summary of the theories of behavior origin, including the instinct approach, reflex approach and embryological approach; the part which emotion plays in behavior development.	C	EM 487, Chap II
Development and Modification of Behavior	3	The development of behavior and the process of adjustment; the part played by conditioned reaction, inhibition and the symbolic process.	C	EM 487, Chap III
Motivation	1	The motive and problems of motivation; the fundamental physiological drives and their elaboration into motive.	C	EM 487, Chap IV

ANNEX NO. 3 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Adjustment Process	2	The pattern, motives and thwartings of the adjust- ment process; the quality of adjustment.	C	EM 487, Chap V; TB Meds 12, 21
Varieties of Adjustive Behavior	2	The various types of adjustment processes, including defense, withdrawal, repression, etc.	C	EM 487, Chap VI; TB Meds 12, 21
Training and Develop- ing Leaders	2	Procedures to be used in training and developing leaders; guidance in adjustment and readjustment of the individual and the group in the development of leadership.	C	"Art of Leadership," Tead

ANNEX NO. 4

HOSPITAL ACCOUNTING
(28 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Meaning and Purpose of Accounting	1	Introduction to property and business opera- tions in commer- cial and non- commerical enterprises.	L	EM 767, Chap I
The Balance Sheet	1	The purpose, form and definition of Balance Sheet. Classification of assets and liabilities. Order and preparation of the Balance Sheet. Inter- pretation of the Balance Sheet.	C, PE	EM 767, Chap II
The Statement of Profit and Loss	1	The purpose, form and periods of the Profit and Loss Statement. Preparation and relation of Profit and Loss Statement to Balance Sheet.	C, PE	EM 767, Chap III
The Ledger and Accounting Statements	1	Recording trans- actions, construction of accounts, theory of debit and credit mal balance, accounting statements.	C, PE	EM 767, Chap IV; "Industrial Accounting," Spirthric, par 3, Chap III

ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Adjustments and the Account- ing Statements	1	Mixed accounts, standard form of the account, transferring an account, record- ing changes in proprietorship, and classification of accounts.	C, PE	EM 767, Chap V; "Industrial Accounting," Spirithric
Bookkeeping Procedures	1	Illustration of the journal, posting, the mal balance and work sheet, adjusting accounts, closing accounts, balancing and ruling accounts, post-closing trial balance; the bookkeeping cycle.	C, PE	EM 767, Chap VI
Special Journals	1	Need for additional journals, sales journal, form of sales journal, purchase journal, cash book, effect of special journals on the general journal.	C, PE	EM 767, Chap VIII
Special Ledgers	1	Need for sub- dividing the ledger accounts with creditors. Cash receipts and the controlling account with accounts receivable, sales discounts, sales returns and allowances, purchase returns and allowances,	C, PE	EM 767, Chap IX

ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		notes receivable and notes payable; advantages of controlling accounts.		
Periodic Summary	1	Need for adjusting, closing and reversing entries. Procedure for preparation of the periodic summary; prepara- tion of the balance sheet from the work sheet; the post closing trial balance.	C, PE	EM 767, Chap XII
Business Papers	1	Evidence of transactions, vouchers, business papers and business admin- istration.	C, PE	EM 767, Chap XIII
Credit Transactions	1	Accounting for credit accounts with creditors accounts with customer's cash discounts.	C, PE	EM 767, Chap VII
Valuation Accounts	1	Depreciation, bad debts, obsolescence, depletion, identifying bad debts with sales and other valuation accounts.	C, PE	EM 767, Chap X

ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Accrued and Deferred Items	1	Need for considering accrued income, accrued expenses, deferred credits to income, periodic entries.	C, PE	EM 767, Chap XI
Practice Accounting	2	Preliminary instructions narrative of transactions for one month. Periodic survey.	PE	Practice Set #1, EM 767
Practice Accounting	2	Narrative trans- actions for second month. Periodic summary.	PE	Practice Set #1, EM 767
Practicing Accounting	1	Completion of Practice Set #1, EM 767.	PE	Practice Set #1, EM 767
Recording Routine	1	The function of records; summarizing business records, detail and routine recordings, business papers as posting media; flow of accounting information.	C, PE	EM 767, Chap XV
The Voucher System	1	The voucher system and financial manage- ment; filing vouchers; applica- tion of the voucher system and cash and accounts payable.	C, PE	EM 767, Chap XV

ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Accounting Procedures for Hospital Funds	1	Comparison of standard book- keeping principles as applied to hospital accounting.	C	EM 767, Chaps I-XV, incl; TM 8-262, Chap VII, Secs 1, 2; AR 40-590, par 16
Cash Accounting Hospital Fund	1	Accounting subsistence, welfare and other income, billing procedures and cash receipts. Subsistence, wel- fare and other expense; record- ing expense and cash disbursements.	C	TM 8-262, Chap VIII, Secs 3, 4; AR 40-590, pars 18a to c(4)
Subsistence Control	1	Procedure in recording daily gain or loss from subsistence food inventory control.	C	TM 8-262, Chap VIII, Secs 5, 6; AR 40-59, par 18c(4); WD Cir 182, Sec IV, 1946
Accounting for Non- expendable Property	1	Inventory record, issue of property, disposition of property, physical inventory and property on memorandum receipt.	C	TM 8-262, Chap VIII, Sec 7; AR 40-590, pars 18c(6)
Accounting Procedures for Hospital Funds	2	Review of instruction in hospital accounting.	PE	TM 8-262, Chap VIII, Secs 2-7; WD AGO Forms 8-201, 8-202 8-203, 8-204 8-205, 8-206 8-209, 8-210 8-211, 2-214 8-104, 8-106

ANNEX NO. 4 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
				8-124, 8-127 8-146, 8-157 8-158, 8-159 8-160, 8-165 8-183, 8-184 8-197, 8-198 8-199; WD Form 351; ARs 40-590, 210-50, par 3
Quarterly Report of Hospital Accounts	1	Preparation of Table I, Summary Hospital Expense SG Form 595.	L	Instruc- tional Manual, Quarterly Report of Hospital Costs, Office of The Surgeon General
Quarterly Report of Hospital Accounts	1	Preparation of SG Form 595.	L	Instruc- tional Manual, Quarterly Report of Hospital Costs, Office of The Surgeon General

ANNEX NO. 5

HOSPITAL FOOD SERVICE MANAGEMENT
(25 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of Food Service Program and Food Service Department	1	Organization of the Army wide food service program and organization of the hospital food service department.	L	WD Cir 50, 1947, as amended; TMs 8-262, 10-205, 10-405
The Army Rations and Ration Distribution	1	Discussion of types of rations with particular reference to hospital fund ration accounts and how these are administered.	C	TMs 10-205, 10-215, 10-405; AR 30-2210; WD Cir 158, 171, 1944; 120, 1947; FS 10-95
Inspection of Food Products by the Army Veterinary Service	1	A presentation of the service rendered by the Veterinarian in food inspections for Army messes.	L	ARs 40-2005, 40-2150; TM 8-450, Sec. IV; FS 8-93
Classifying and Grading Carcass Meats	1	The differences in meat animals and the points of consideration in grading carcass meats.	L	OPA Regulations; Federal Specifications
Types, Classes and Grades of Carcass Meats	1	Federal grades of meats, meat standards.	L	OPA Regulations
Wholesale Cuts of Beef, Veal and Lamb		Familiarization with wholesale cuts as received by the mess. How these cuts are handled for best utilization.	L	OPA Regulations

ANNEX NO. 5 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Wholesale Cuts of Pork; Spoilage Factors of Carcass Meats	1	Pork cutting for best utilization of carcass. What causes spoilage, how determined, how prevented under varying circumstances.	L	TM 10-210; "Military Meat and Dairy Hygiene," Eakin
Cured and Smoked Meats	1	Types of meat that can be preserved by curing and smoking, and presentation of process with advantages and disadvantages.	L, FS	TM 10-210, pars 81-83, 89, 90; FS 8-94, FS 8-95
Poultry Products	1	Value of poultry products, how graded, procured, and spoilage factors involved.	L	TM 10-210; "Military Meat and Dairy Hygiene," Eakin
Marine and Dairy Products	1	Types and grades of sea food and dairy products. Factors to be considered in procurement, preservation and spoilage.	L	TM 10-210; "Military Meat and Dairy Hygiene," Eakin
Canned Meats	1	Types of meat that can be canned. Principles of the canning process and spoilage factors.	L	TM 10-210; "Military Meat and Dairy Hygiene," Eakin

ANNEX NO. 5 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Study of Available Foods	1	Appraising sources of food supply in terms of availability, quality and quantity and how planning is affected by each factor.	L	Blue Goose Guide, American Fruit Growers
Frozen Foods	1	Types of food so processed; how frozen and problems involved. Utilization of frozen foods.	L	QM Food and Con- tainer Institute Manual #1
Dehydrated Foods	1	Description of the process. What foods can be dehydrated; how best reconstituted.	L	TMs 10-405, 10-412; FS 10-119, Part I; FS 10-120, Part II; FS 10-121, Part III
Fresh Vegetables and Fruits	1	Grading of vegetables and fruits. Selec- tion of qualities for best yields.	L	Mimeo furnished; TM 10-205, par 37
Food Procurement	1	Sources of supply for staples and perishables, and methods of procurement.	C	TM 8-262, Chap VI; TM 10-215, pars 3-26, 31-39
Food Storage and Inventory Control	1	Methods of handling storage problems and essentials of stock control in the storeroom.	C	TMs 8-262, 10-205

ANNEX NO. 5 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Food Service Equipment	1	Classification and types of equipment, methods of procuring and factors to be considered in selection.	C	TMs 8-205, Sec IX; 10-206, 10-400; TFs 10-1104, 10-1105; FSs 10-96, 10-97, 10-98
Food Service Layout	1	How to prepare a food service layout for maximum efficiency of functional operation of the kitchen.	C	Mimeo furnished
Food Menu Costing	1	Cost analysis of the menu and of items per serving. Variables of cost and how controlled.	C	TM 8-262, Chap VI; "Food Service in Institu- tions," West & Wood
Short Method of Calculation of Dietary Analysis	1	An approach to dietary analysis in terms of servings to furnish required food elements.	L	WD Cir 33, 1946; TB Med 25, 1944
Food Preparation and Service	1	Aspects of food preparation of proven value and problems in hospital food service.	C	TM 10-205, Sec VI; "Hospital Organiza- tion and Management," MacEachern, Chap X; FS 8-52

ANNEX NO. 5 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Diet Therapy	1	Types of therapeutic diets, how determined and problems in connection with therapeutic diet prescriptions.	L	TM 8-500; FS 8-53
Mess Sanitation and Rodent and Insect Control	1	Points of consideration in mess sanitation and sanitation standards that must be maintained. Physical inspection of employees.	L	TMs 5-632, 10-205, 10-405; AR 40-205; FS 8-60, FS 8-61; TF 8-1174
Food Conservation and Waste Studies	1	How to figure food wastes and causative factors; how to control.	C	Food Conservation Bulletin, Hq, 4th Army

ANNEX NO. 6

MILITARY LAW AND APPLIED COMMERCIAL LAW
(45 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Military Jurisdiction, General	1	Source of military jurisdiction from the Constitution through Congress and the WD's, and the President and his Execu- tive; the agencies of military jurisdiction; martial law and military law; the use of courts-martial and disciplinary power of the commanding officer in the maintenance of discipline.	C	MCM, pars 1, 2, 7, 8, 9, 10, 11; TM 27-255, pars 1, 2, 3, 4
Disciplinary Power of the Commanding Officer	1	Authority; policy; effect of errors; authorized punish- ments; procedure; appeals; action by higher authority; preparation of record.	C	MCM, Chap XXIV; TM 27-255, Chaps 2, 3
Courts-Martial Jurisdiction, Composition and Limitations	1	General, Special and Summary Courts- Martial; composition, appointing authorities, jurisdiction as to persons and offenses, limitations on punishments.	C	MCM, pars 3, 4, 5, 6, 12, 13, 14, 15, 16, 17, 102, 103, 104; TM 27-255, Chap 8

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Military Offenses and the Punitive Articles of War	1	Practical exercise in the discussion and proof of frequently committed military offenses, and the applic- able punitive Articles of War.	PE	MCM, Sec III, Appendix I
Arrest and Confinement; Preparation of Charges	1	Arrest or confinement before trial, necessity, purpose, type and degree of restraint, who may and pro- cedure for arrest or confinement, status, duration and termination of arrest or con- finement; preferr- ing charges, who may prefer charges, necessity for inquiry before preferring charges, additional charges, selection of charge, combining charges of serious and minor offenses.	C	TM 27-255, Chap 4, pars 23, 24, Chap 5; MCM, pars 18-29, incl.
Preparation of the Charge Sheet	1	Practical exercise in the preparation of WD AGO Form 115, Charge Sheet.	PE	MCM, pars 30, 31, 32, Appen- dix 3 & 4; TM 27-255, pars 25-33, incl.

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Action Upon Charges	1	Submission of and action upon charges, forwarding, dismissal of charges and action under Article of War 104, changes and corrections, reference to trial by inferior court, suggested time standard for disposition of charges, cases of suspected insanity.	C	MCM, pars 30-35, incl. TM 27-255, Chap 6
The Investigat- ing Officer, Trial Judge Advocate and Defense Counsel	2	Appointment of, action to be taken by, and report of the Investigating Officer; appointment and duties of the Trial Judge Advocate and Defense Counsel prior to trial.	C	MCM, pars 35, 41, 42, 43, 44, 45; TM 27-255, Chaps 7, 10, 11
Procedure During Trial (Duties of Members)	1	Duties of members of General and Special Courts- Martial - president, law member, junior member; summary court - reporters, interpreter, clerks and orderlies.	C	MCM, pars 38, 39, 40, 46, 47, 48; TM 27-255, Chap 12
Rules of Evidence	2	Discussion of the rules of evidence and practical exercise in the application of these rules to typical cases.	C, PE	MCM, Chap XXV; TM 27-255, Chap 14

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Punishments	1	General limitations, mandatory sentences, maximum punishments, substituted punishments, types of punishments.	C, PE	MCM, Chap XXIII, Appendix 9; TM 27-255, Chap 16, Secs II, III
Votings, Findings, Sentences	1	Deliberation by the court, voting procedure, required number of votes, and practical exercise in authorized findings, sentences and punishments.	C, PE	MCM, pars 78, 79, 80, and Chap XXIII; TM 27-255, Chaps 15, 16
Procedure After Trial	1	Court-martial records, action, proceedings by reviewing authority, court-martial orders.	C	MCM, Chaps XVI, XVII, XVIII, XIX, XX; TM 27-255, Chaps 17, 18, 19
Administration of Military Justice	1	Presentation of military justice procedure in a typical case from the commission of the offense to the final review in the War Department.	TF	TF 15-992, "Administration of Military Justice & Courts-Martial," (45 min)
Military Law and Courts- Martial	4	A mock court-martial in which the students will act as members of the court, Trial Judge Advocate, Defense Counsel, and will try a typical case, followed by a critique.	PE	MCM; TM 27-255

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Medical Aspects of Military Law	1	Review of military jurisdiction in general; commercial enterprises by Army per- sonnel and private practice by Medical Depart- ment officers; compliance with civil laws regarding medical activities; release of medical informa- tion; testimony by Medical Department officers before civil courts; courts-martial and boards of officers; refusal to accept medical, surgical or dental treatments.	C	MCM, Chap XXV; ARs 40-505, 40-510, 40-590, 40-2005, 410-5, 420-5, 600-10
Boards of Officers; Line of Duty and Death	1	A study of boards of officers in general.	C, PE	ARs 40- 1025, 345-415, 420-5, 600-550
Disposition Board; Physical Reclassification of Officers, Army Retiring Board.	2	Purpose, com- position, function and administra- tive procedure of Disposition Board and Army Retiring Boards; administra- tive procedure for reclassification and retirement of officers; practical	C, PE	ARs 40-590, 605-250; WD Cir No. 303, 1946

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		exercise in preparing WD AGO Form 8-118, Disposition Board Pro- ceedings.		
Discharge for Disability; Disposition of the Insane	1	Purpose, com- position, function and administrative procedures of CDD and Insanity Boards; practical exercise in preparing WD AGO Form 40, Certificate of Disability for Discharge.	C, PE	ARs 600- 500, 600- 505, 605- 361; TM 12-235, Chaps 2, 3
Discharge for Undesir- able Habits, Traits of Character, Inaptness, Lack of Adaptability or Enuresis	1	Purpose, com- position, function and administrative procedure of Boards of Officers con- vened to consider cases of enlisted men with undesir- able habits, traits of character, inaptness, lack of adaptability or enuresis; practical exercise in prepar- ing WD AGO Form 37, Report of Pro- ceedings.	C, PE	ARs 615- 368, 615-369; WD Cir's 81, 233, 385, 1945; WD Cir's 85, 241, 1946
Duties of Claims Officers	2	The Claims Officer, how appointed. Types of claims investigated, findings and recommendations. Forms used, con- duct of and report on investigations.	C	ARs 25-20 (45), 25-50 25-90, 25- 100, 25-220; TM 12-250 (Appendices VI, VII); ARs 345-415, 600-50; MCM

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		The Investigat- ing Officer, how appointed. Types of incidents and accidents requiring investigation; motor vehicle accidents, deaths and/or injuries. Line of Duty Boards.		
Examination	1	All previous instruction.	E	All references listed above
Critique	1	Discussion of all material covered.	C	All references listed above
Nature and Classification of Law	1	General, origin, and source of law, written or statutory law, the Common Law and the Civil Law, Public and Private, Criminal Law, Law of Governments, Tortious Conduct, privilege and justification, trespass to goods, lands, how and equity.	C	EM 754, Chap I; Principles of Business Law, Vol 1
The Courts, Courts Procedure	1	Classification of courts, jurisdiction of courts, jurisdiction over subject matter, over the person.	C	EM 754, Chaps 2, 3; Principles of Business Law, Vol 1

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		Instituting suit, the summons, return of summons, judgement by default, forming the issues, the trial, a suit in equity, proof and hearings, decrees.		
Contracts, Nature of a Contract, Offer and Acceptance	1	Classification, formal and informal con- tracts, executed and executory contracts, express and implied con- tracts; elements of a contract, offer and accep- tance, formation of an offer, duration of offer, acceptance.	C	Chaps 1,2, Book I, Vol 1, Principles of Business Law; EM 754
Contracts, Consideration, Void and Voidable Contracts	1	Definition of terms, adequacy of consideration, payment of lesser sum, lesser sum and other con- sideration, disputed claims, composition of creditors, gratuitous pro- mises, performance unforeseen difficul- ties, performance of statutory duty, forbearance to sue post and moral consideration, new promise, after	C	Chaps 3-4, Book I, Vol 1, Principles of Business Law; EM 754

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		bankruptcy, Statute of Limitations; voidable contracts, capacity of parties, fraud, mistake, duress.		
Contracts, Unenforceable Contracts, Performance of Contracts; Contracts, Rights of Third Parties, Discharge of Contracts	1	Nature of illegal agreements, wagering, insurance, usurious, Sunday contracts, limita- tions of liability, contracts to influence govern- mental action, effect of illegal contracts, excep- tions, contracts illegal in part; statute of frauds, performance of contracts, con- ditions, excuses for nonperformance, damages. Assign- ment, contracts for benefit of third parties, discharge of con- tracts, bankruptcy, and reorganization.	C	Chaps 5, 6, 7, 8; Book I, Vol 1, Principles of Business Law; EM 754
Agency- Creation of the Agency, Principal and Third Party; Agency - Principal and Agent, Agency and Third Party	1	Creation of the agency, classifica- tion, agents, appointment of agent, certification, liability of principal, peculiar powers, undisclosed principal, liability for agents' torts. Duties and liabilities of	C	Chaps 1, 2, Book II, Vol 1, Principles of Business Law; EM 754

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		principal, termination of agency, liability of agent to third party, liability of third party to agent.		
Negotiable Instruments, Introduction to the Law of Negotiable Instruments, Types of Negotiable Instruments	1	Definition of the term "negotiable" and history, negotiable instruments distinguished from other claims for money, types of negotiable instruments, definition, promissory, collateral, judgement, conditional sale, mortgage, chattel and real rates, certificate of deposit, bond, nature and classification of bills of exchange, book draft, trade and banker's acceptance, sight and time drafts.	C	Chaps 1, 2, Book III, Vol 1, Principles of Business Law; EM 754
Negotiable Instruments, Creation of Negotiable Instruments, Negotiation	1	Language and words required to create negotiable paper, time of payment must be certain, payable to order	C	Chaps 3, 4, Book III, Vol 1, Principles of Business Law; EM 754

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		or to bearer, factors not affecting negotiability; negotiation in general, negotiation by indorsement.		
Negotiable Instruments, Holder and Holders in Due Course, Rights and Liabilities of Parties	1	Definition of term holder, requirements for the holders in due course; rights and liabilities of parties, classification of parties, primary parties, secondary parties, defenses of parties, personal defenses, real defenses.	C	Chaps 5, 6, Book III, Vol 1, Principles of Business Law; EM 754
Negotiable Instruments, Performance of Conditions Precedent to Charge Secondary Parties; Discharge	1	Presentment for payment, present- ment for accep- tance, notice of dishonor; dis- charge of primary parties, maker and acceptor.	C	Chaps 7, 8, Book III, Vol 1, Principles of Business Law; EM 754
Negotiable Instruments, Checks, Banks and Drafting	1	Distinction between checks, and other bills of exchange, check not an assignment of funds, certifica- tion of funds, banks and banking, formation, agents and liability for their acts, deposits,	C	Chaps 9, 10, Book III, Voll, Principles of Business Law; EM 754

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		forgeries, pay- ments, collections, illegal acts.		
Personal Property; Security Relations, Bailment as Securities, Chattel Mortgage, Conditional Sales	1	Nature of personal property, sales, transfer of title, warrantees, remedies, negotiable documents of title, bailments of personal property, general rules, common carriers. Introduc- tion to bailments as security, pledges, trust receipts, nature of mortgage, property subject to a mortgage, recording mortgage, description of goods, loan secured, waiver, foreclosure; nature of conditional sales, transfer of title.	C	Chaps 1, 2, 3, Book V, Vol. 1; Chaps 1, 2, 3, Book VI, Vol. 1, Principles of Business Law; EM 754
Security Relations, Suretyship, Insurance	1	Nature of suretyship, rights of creditor, rights of sureties; contract of insurance, risks assumed by insurer, rights of beneficiary in life insurance.	C	Chaps 4, 5, Book VI, Vol 1, Principles of Business Law; EM 754
Trade Regulations	1	Government regulation of business preserva- tion of the com- petitive system, common law, state and federal legislative,	C	Chaps 1, 2, Book VIII, Vol 1, Principles of Business Law; EM 754

ANNEX NO. 6 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		regulation of the competitive systems legislative. Business torts, competition, appropriation of competitor's trade values.		
Examination, Principles of Business Law	1	All material covered in previous instruction.	E	All previous references

ANNEX NO. 7

ORIENTATION TO MEDICAL SCIENCE
(27 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Course. Regional and Surface Anatomy, Anatomical Planes and Skin	1	Outline of course in "Orientation to Medical Science." Demonstration of anatomical planes, positions, and the regional and surface anatomy.	C, D	Standard Anatomy Texts
Anatomy of Musculo- skeletal System	3	Detailed study of muscles and bones individually and as groups with emphasis on regional location.	C, D	Standard Anatomy Texts
Anatomy of Head and Neck; Nervous System	1	Superficial and deep structures of face and neck are discussed. The brain, cerebellum brain stem, spinal cord, and cranio-spinal nerves are studied.	C, D	Standard Anatomy Texts
Anatomy of Chest; Circulatory and Respiratory Systems	1	The chest and its contents are studied. A general plan of the respiratory route and circulation is given.	C, D	Standard Anatomy Texts
Anatomy of Abdomen; Digestive and Genito-Urinary Systems	1	The abdomen and its contents are studied. The mechanisms of digestion and urine formation are studied.	C, D	Standard Anatomy Texts

ANNEX NO. 7 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Common Fractures and their Recondition- ing; Common Fractures of the Upper and Lower Extremities and Pelvis	1	To acquaint the student with the terminology applied to fractures, length of time required for healing, and the problems resulting from fractures and prolonged im- mobilization. To acquaint the student with the common fractures of the upper extremities and spine and their reconditioning. To acquaint the student with the common fractures of the lower extremities and pelvis - their first aid, defini- tive treatment and reconditioning.	C	None
Orthopedic Problems Other than Fractures	2	To acquaint the student with orthopedic prob- lems other than fractures, such as scoliosis and arthritis, low back pain, flat feet and tendon repairs.	C	None
Thoracic Surgery and Wound Healing	1	To acquaint the student with some of the common chest conditions and their recondition- ing, and to acquaint the student with the process by which wounds heal.	C	None

ANNEX NO. 7 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Abdominal Wounds and Surgery	1	To acquaint the student with the reconditioning problems after abdominal surgery with particular reference to hernias.	C	None
Problems of Prolonged Illness	1	Presentation of the problems of prolonged illness as relates to physical reconditioning.	C	None
Introduction: First Aid; Shock, Burns and Unconscious- ness	1	Introduction to the course in emergency treat- ment of wounds. Emergency treat- ment of shock, burns and unconsciousness; reconstruction of plasma from the dried form.	C	FM 21-11, pp 17, 18, 30, 31, 45; TM 8-220, pars 139- 141, 144, 146, 147(c)
Injuries Due to Heat and Cold	1	Military importance, recognition and treatment of disease caused by severe climatic conditions is given. Film Bulletin 180 on prevention of trench foot is shown.	C, FB	TM 8-220, pars 147 (a), (b), 148; FM 21-11, pp 46-51
Fractures, Dislocations and Sprains	1	Discussions of common fractures and their first aid treatment.	L	FM 21-11, pp 19-29; TM 8-220, pars 149- 150

ANNEX NO. 7 (Cont'd)

SUBJECT AND FILE NUMBER.	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Common Emergencies; Poisons	1	Treatment of foreign bodies in the ear, eye, nose and throat. Treatment of pain in the abdomen. Emergency measures for the control of hemorrhage, including pressure points and the use of tourniquets. Treatment for some of the common poisons.	C	FM 21-10, pp 36-44, 52-55; TM 8-220, pars 143, 150-152
Splints and their Applica- tion	1	Demonstration of methods for splinting fractures of the foot and leg, forearm, arm and clavicle.	D	FM 21-11, pp 24-68; TM 8-220, pars 130- 138; FM 8-50, pp 44-61
Bandaging and Dressing	1	To acquaint the students with the use of the triangular bandages and the small first aid dressing.	D, PE	FM 8-50, pp 2-18, 42-43
Army Leg Splint	2	To acquaint the student with the application of the Army leg splint.	D, PE	FM 8-50, pp 44-56
Review and Discussion	1	A review of all material presented.	C	All previous references
Introduction to Military Neuropsychiatry	1	TF 8-1241, "Let There be Light."	TF	None

ANNEX NO. 7 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Neuropsychiatric Classifications	1	Neuropsychiatric entities are described; a gross discussion of the classes of neuro- psychiatric patients is presented.	L	TB Med 203
Special Problems Incident of Combat	1	TF 8-1402, "Introduction to Combat Fatigue".	TF	None
Care and Management of Psychotic Patients	1	TF 8-2090, "Ward Care of Psychotic Patients."	TF	None
Administrative Aspects of Military Neuropsychiatry	1	Forensic aspects of neuropsychiatric diseases in military system are discussed; a brief review of pertinent administrative guides is pre- sented.	L	ARs 615- 361, 615-365, 615-368, 615-369; WD Cir 391, 1945; TB Med 201

ANNEX NO. 8

ORGANIZATION AND FUNCTION OF THE REGISTRAR'S OFFICE
(33 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to the Organization and Function of the Registrar's Office	1	An introduction to the duties and function of the Registrar. An outline of the Registrar's responsibilities in connection with the admission and disposition of patients; administration of the detachment of patients; and the maintenance of medical records.	C	ARs 40-590, 40-1005, 40-1025, 40-1080; TM 8-262
The Admission and Disposition Section	1	A discussion of the classes of personnel who may be admitted to Army hospitals, the individual records prepared daily by the Admission and Disposition Section of the hospital.	C	ARs 40-505, 40-560, 40-590, 40-1025; TM 8-262
Preparation of Individual Admission Records	1	A practical exercise in the preparation of the records prepared on each patient upon admission to the hospital.	PE	AR 40-1025; TM 8-262
Administrative Procedures in the Case of Seriously Ill	1	A discussion of the responsibilities of the Registrar in the reporting of	C	AR 40-590; TM 8-262

ANNEX NO. 8 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		seriously ill patients. Notification of interested agencies and individuals; follow-up procedures and procedures for removal from the seriously ill list.		
Preparation of Messages and Letters of Sympathy	2	A practical exercise in the preparation of letters and messages of sympathy in the case of seriously ill patients.	PE	AR 40-590; TM 8-262
Administrative Procedures in Case of Death	1	A discussion of the duties and respon- sibilities of the Registrar in case of death. An outline of the responsibilities of the commanding officer of the post, camp or station; commanding officer of the hospital, and of the unit commander.	C	ARs 40-590, 40-1080, 55-155, 600-550; TM 12-240
Preparation of Records and Reports Required in Case of Death	2	A practical exercise in the preparation of the various reports and records required in case of death.	PE	AR 40-1080; TM 12-240

ANNEX NO. 8 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Registrar as the Command- ing Officer, Detachment of Patients	2	The duties and responsibilities of the Registrar as commanding officer, detachment of patients. The administration of the detachment to include: sub- mission of morning reports, patient's passes and leaves, and administrative action necessary in the case of unauthorized absence of patients; and in the case of military patients in other than Army hospitals.	C	AR 40-590; TM 8-262
Patients' Funds and Valuables	1	A discussion of the Registrar's responsibilities as custodian of the Patients' Funds and valuables. Accounting pro- cedures and records and reports required.	C	AR 40-590; TM 8-262
Patients' Funds and Valuables	2	A practical exercise in the preparation of the various records maintained for the patients' funds and valuables.	PE	TM 8-262
Examination and Discussion	1	A comprehensive written examination covering all of the above subjects. A discussion of the examination and a brief review.	E, C	All previous references

ANNEX NO. 8 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
The Clinical Record.	2	A discussion of the clinical record, its importance, contents and sources of information. Persons who may be given access to the clinical record. The routing and disposition of the clinical record in cases of transfer and of final disposition of a patient.	C	ARs 40-590, 40-1025; TM 8-262; "Hospital Organiza- tion and Management," M. T. Mac- Eachern, MD
The Clinical Record	1	A practical exercise in the checking of clinical records for completeness and accuracy, and the disposition of clinical records.	PE	ARs 40-590, 40-1025; TM 8-262; TB Med 203
The Medical Report Card	1	A discussion of the purpose, preparation, and disposition of the Medical Report Card, (WD AGO Form 8-24) for "Excused from Duty Cases," "Carded for Record Only Cases," and "Remaining Cases."	C	AR 40-1025

ANNEX NO. 8 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Preparation of the Medical Report Card	2	A practical exercise in the preparation of the medical report card.	PE	AR 40-1025
The Report of Sick and Wounded	1	A discussion of the purpose, source of information, contents, routing and disposition of the report of sick and wounded.	C	ARs 40-590, 40-1025
Preparation of the Report Sheet of Sick and Wounded	2	A practical exercise in the preparation of the Report Sheet of Sick and Wounded (WD AGO Form 8-23)	PE	AR 40-1025
Statistical Health Reports, Tables and Charts	2	A discussion of the purpose, source of information, preparation, and disposition of the Statistical Health Report (WD AGO Form 8-122), Special telegraphic reports of epidemic diseases; special reports of acute communicable diseases prevailing at stations, when troops are trans- ferred or occurring among troops enroute; the reporting of births, deaths and communicable dis- eases to civil	C	ARs 40-590, 40-1080. "The Medical Staff in the Hospital," Thomas Ritchie Ponton, MD

ANNEX NO. 8 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		health authorities; and a discussion of tables and charts of morbidity and mortality maintained by hospitals.		
Preparation of the Statistical Health Report	3	A practical exercise in the preparation of the Statistical Health Report, WD AGO Form 8-122.	PE	AR 40-1080
Special Indexes	2	A discussion of the purpose and preparation of out-patient death, separation and diagnosis indexes. A practical application in the preparation of the above indexes.	C, PE	AR 40-1025; "The Medical Staff in the Hospital," Thomas Ritchie Ponton, MD
Examination: Organization and Function of the Registrar's Office	1	A comprehensive examination covering all phases of the organization and function of the Registrar's Office.	E	All previous references
Discussion of the Examination	1	A discussion of the above examination and a brief review.	C	None

ORGANIZATION AND FUNCTION OF THE HOSPITAL SUPPLY OFFICE
(27 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Organization of Hospital Supply Division	2	Give a general working know- ledge of the supply division in a hospital using organiza- tional charts and flow charts. Duties and responsibilities of hospital director of supply. Rela- tionship of the hospital supply officer with the post commander, post surgeon and post supply officer. Differentiation in supply division of a general hospital and station hospital.	C	TMs 8-262, Chap X; 38-403, 38-220
Medical Supply Catalog	1	Cover classifica- tion of medical supplies; section and use of medical supply catalog; joint Army and Navy supply catalog.	C	Medical Supply Catalog; WD Cir 20, 1947
Purchase Branch	3	Organization and functions of purchase branch in a hospital; records maintained; negotiating and placing contracts; purchasing regulations; liaison maintained with other branches.	C	TM 8-262, Chap X; Army Pro- curement Regulations

ANNEX NO. 9 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Linen Supply Branch	3	Organization and functions of linen supply branch; records and reports maintained. Editing and issuing linens. Determining standard package and requirements.	C, PE	TM 8-262
Property Branch	1	Cover the purpose, functions and organization of the property branch in the supply division.	C	TM 8-262, Chap X; ARs 35- 6520, 35-6620
Stock Record Account	4	Cover stock record cards; numbering and recording vouchers; consolidated property accounts; posting to stock record cards; due-in and due-out procedure; including application.	C, PE	TMs 38-403, 38-220; AR 35- 6520; SFS 38-9
Stock Control	2	Authorized allowances of non-expendable property; station control levels of expendable property; stock status reports and their effect on stock control.	C	TMs 38-220, 38-403, 8-262, Chap X; ARs 35- 6520, 35-6620
Requisition- ing and Receiving	4	Cover types and preparation of requisitions; order schedules;	C, PE	TMs 38- 403, 38-220; ARs 35- 6560, 35-6620, 35-6520

ANNEX NO. 9 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		emergency ... requisitions; receiving and tally-in pro- cedures; receiv- ing reports; posting of War Department and vendors shipping documents.		
Issue and Shipments	2	Cover issue schedules; editing of requisitions and issue slips; initial issues; issue and register of wines, liquors, narcotics and precious metals; shipments to other accountable officers.	C	ARs 35- 6520, 35-6560, 35-6620; TM 38-403
Memorandum Receipts	4	For property on memorandum receipt cover the property turn-in slips; unservice- able property; consolidation of memorandum receipts; transfers; effect on stock record for exchange and replacements carried on memorandum receipts.	C, PE	ARs 35- 6520, 35-6560, 35-6620; TM 38-403
Examination on Supply	1	This time is utilized for a written examination on all material covered in supply.	E	All previous listed references and notes taken during class

ANNEX NO. 10

MORALE AND CHARACTER BUILDING
(1 Hour)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Morale and Character Building	1	To acquaint students with the importance of the venereal disease program stressing the building of the morale of the individual soldier by emphasizing self-discipline in conformity with the teachings of home and church, and by inculcating a pride in self and in the unit to which he belongs.	L	SGO Cir. No. 19, 1947; Scheduled Outlines of Lectures from Office of Chief of Chaplains, Washington, D. C.

ANNEX NO. 11

-PHYSICAL TRAINING
(60 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Introduction to Physical Training	1	Training film to demonstrate types of conditioning exercises, grass drills and guerrilla exercises that are conducted in accordance with Training Circular 87.	TF	None
Formations and Starting Positions	1	Explanation and demonstration of various forma- tions, starting positions and warm-up exercises used in physical training. Application of each under supervision of the instructor.	D, PE	FM 21-20, Chap 4
Warm-up and Conditioning Exercises	1	Explanation, demonstration and application of various warm- up and conditioning exercises described in Training Circular 87.	D, PE	FM 21-20, Chap 4
Conditioning Exercises	9	Demonstration and application of conditioning exercises.	D, PE	FM 21-20, Chap 4
Guerrilla Exercises	1	Explanation, demonstration and application of various types of guerrilla exercises.	D, PE	FM 21-20, Chap 8

ANNEX NO. 11 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Conditioning and Guerrilla Exercises	8	Explanation, demonstration and application of conditioning and guerrilla exercises.	D, PE	FM 21-20, Chaps 4-8
Team Competition	4	Explanation, demonstration and application of various types of athletics and mass games.	D, PE	FM 21-20, Chap 13
Competitive Sports	6	Class divided into teams to participate in volleyball, softball and touch football.	PE	FM 21-20; TM 21-220
Conditioning and Guerrilla Exercises, Mass Games and Competitive Sports	27	Explanation, demonstration and application of various types of exercises and athletics.	D, PE	FM 21-20; TM 21-220
Physical Fitness Test	2	Class divided into groups to participate in tests 2-3-4-5 as described in FM 21-20.	PE	FM 21-20, Chap 17

ANNEX NO. 12

TROOP INFORMATION
(12 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
China (1600-1947)	1	History and development of China from 1600 through the Second World War.	L	None
The Mission, Need and Organization of I & E	1	The use of ideas as weapons, mission of I&E, I&E as a command function, authorization and organization, personnel and duties, need of I&E in combat and peace time, I&E for inductees, volunteers, out-bound and incoming troops.	L	WD Cirs 360, 367, Sec X; 392, Sec VI; 1944; 193, Sec I, 1945; 18, Sec II; 111, Sec I; 138, par 20, 1946; Ltr, I&E Div, WDSS 29 Apr 46, Subject: "Troop Information Program,"; WD Pamphlet 20-3; Army Information Digest
Russia (1682-1947)	1	The history and development of Russia from 1682 to the present time.	L	None
Troop Information Program	1	A panel will be presented to discuss their views of a subject of timely and current interest. After the main speaker	L	WD Cirs 360, 1944; 100, Sec IX, 1946; TM 28-210; EM-1 (GI Round-table);

ANNEX NO. 12 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		has completed his talk, the hour will be opened to questions from the audience, directed to any one of the members of the panel under the supervision of the instructor.		Army Information Digest; Discussion & Information Training Handbook (proposed)
Germany (1618-1947)	1	History development and background of Germany from 1618 to the present time.	L	None
Information Centers and Media	1	The purpose, means and methods of developing, locating and maintaining a live information center, and a tour of a Battalion Information Center.	L, D	WD Cir 360, 1944; 100, See IX, 1946; TM 28-210; EM-1 (GI Round-table); Army Information Digest; Discussion & Information Training Handbook (proposed)
Problems of the World Today	1	Open forum discussing any problem that might arise regarding current affairs and problems of interest.	C, PE	Current Magazines; Army Talks; Guide of Current Affairs; "A Weekly Digest of

ANNEX NO. 12 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
				Public Opinion," prepared by the Analysis Division; Beard's, "American Government & Politics;" Hick's, "A Short History of the American Democracy".
Army Education Program	1	The mission of education in the Army; organization and administration of the educational program, USAFI and its operation, off-duty educational programs, educational counsellors, and publicizing educational programs.	L	WD Cir's 360, 367, Sec X; 392, Sec VI; 1944; 193, Sec I, 1945; 111, Sec I, 1946; TM 28-210; USAFI Information Bulletin; USAFI Catalog
Training Films	4	Films of current interest to be shown.	TF	None

ANNEX NO. 13

PROBLEMS IN HOSPITAL PERSONNEL AND ADMINISTRATION
(20 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Field Trip and Critique	3	An inspection of Brooke General Hospital to include all branches of the adjutant's division, personnel division, and hospital complement; in addition to making general observations, students will be assigned to observe specific sections with a view to making a report thereon. Critique of field trip, including reports by students on their assigned sections.	D, C	All previous references; notes made on field trip
Problems of the Commanding Officer, Hospital Complement	1	Acting as the commanding officer, hospital complement, students will be required to make decisions and take the necessary action on solving routine type problems.	PE	All previous references
Problems of the Hospital Adjutant	8	Acting as the hospital adjutant, students will be required to make	PE	All previous references

ANNEX NO. 13 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		decisions and take the necessary action on solving routine type problems.		
Problems of the Hospital Personnel Officer	8	Acting as the director of personnel, and/or personnel officer, students will be required to make decisions and take the necessary action on solving routine type problems.	PE	All previous references

ANNEX NO. 14

PROBLEMS OF THE HOSPITAL REGISTRAR
(20 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Field Trip to Registrar's Office, Brooke General Hospital	3	A field trip through all of the various sections of the Registrar's Office, Brooke General Hospital. Students will be given an opportunity to see how the principles out- lined in the first part of the course are carried out in actual practice.	D	None
Discussion of the Field Trip to Registrar's Office, Brooke General Hospital	1	An open dis- cussion of the information gained on the field trip above.	C	Notes made on field trip
CPX: Problems of the Registrar's Office	14	During these hours the students will be given a series of related situa- tions illustrating some of the prob- lems that arise in connection with the admission, administration and disposition of patients. They will be required to make	PE	All previous references

ANNEX NO. 14 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		decisions and take all necessary action required for the solution of these problems.		
Examination: Organization and Function of the Registrar's Office	1	A comprehensive written examination covering all phases of instruction in the organization and function of the Registrar's Office. Particular emphasis will be placed on the problems of the Registrar.	E	All previous references
Discussion of the Examination	1	An open discussion of the examination, and a brief review of the previous instruction.	C	None

ANNEX NO. 15

PROBLEMS IN HOSPITAL MESS MANAGEMENT
(20 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Refrigeration	1	Importance of refrigeration; danger of food poisoning; optimum temperatures; refrigeration storage; defrosting; and type of systems.	L	TMs 5-671, 10-205, 10-405; FS 10-106
Dining Hall Management	4	Handling the mess line and flow of food; special tables for type patients; arrangement; cleaning.	C, PE	TM 10-205
Food Cookery	3	Practical supervision of food preparation and cooking; principles observed in preparation of various types of food.	C, PE	TM 10-405, Sec. IV
Meat Inspection	3	Supervised examination and observation of practical meat inspections at source of supply and in storage.	C, PE	TM 8-450
Purchasing and Storage	3	Market purchasing application; and storage of perishables.	C, PE	Mimeo furnished

ANNEX NO. 15 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Meat Cutting and Fat Rendering	3	Principles and practical work in meat cutting to give the mess administrator a practical knowledge of meat cutting for maximum utilization.	C, PE	TMs 10-405, pars 195- 199; 10-407, 10-413; 4th Army SOP
Practical Work in Mess Inspections	3	Conduct of inspections; forms for reporting; intervals of inspection; points of consideration on inspection tour.	C, PE	TMs 5-632, 10-205; AR 40-205

ANNEX NO. 16

PROBLEMS IN HOSPITAL SUPPLY
(20 Hours)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Inventory of Supply	1	Purpose, kind, schedules, pre- planning, count- ing method, use of count slips, determination of differences, varification, reconciliation.	C	TMs 38- 403, 38-220, 14-1010; AR 35- 6520
Stock Record Adjustment	4	Principles of property adjust- ment, causes of transit discrepancies, basic terms, report of survey, overage, shortage and damage report and use; adjust- ments by inventory.	C, PE	TMs 38- 403, 38-220; 14-904; ARs 35- 6640, 35-6520
Warehousing Branch	2	Organization and functions of the warehousing branch, receiving and storage of items, procedure for processing incoming and outgoing property; classification of property turned in; records maintained.	C	AR 700-10; TM 38-402
Maintenance Branch	3	Principles and organization of maintenance branch. Allocation of work to different sections; records maintained. Reports made to director of supply.	C, PE	TM 8-262, Chap X

ANNEX NO. 16 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
Audits	2	Purpose and authority; general audit procedure; files and records, action taken on auditor's reports.	C	TM 14-1010; WD Cir 30, 1947
Field Exercise on Supply	4	This time is utilized for conducting a tour through the Supply Division of Brooke General Hospital. Class will be divided into small groups and sent to certain sections of the supply division to observe the operation and be able to ask questions. At a given time the groups will rotate to other sections thus observing all sections of the hospital division in operation.	D	None
Office of Supply, SGO	2	Cover organization, mission and func- tions of the Office of Supply under The Surgeon General's Office and its relation with Chief of	C	SGO Manual 30:36 thru 30:39

ANNEX NO. 16 (Cont'd)

SUBJECT AND FILE NUMBER	HOURS	SCOPE OF INSTRUCTION	TYPE OF INSTRUCTION	REFERENCES
		Service, Supply and Procurement of the General Staff.		
Examination on Hospital Supply	2	This time will be dispersed throughout the twenty hours for written examinations on hospital supply.	E	All references listed previously

